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DEPARTMENT OF CORRECTIONS
LANSING

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DIRECTOR'S OFFICE MEMORANDUM 2013 - 4

EFFECTIVE: January 1, 2013

DATE: December 13, 2012

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: Social Security Cards

SUPERSEDES DOM 2012 - 4 (effective 2/1/12)

In 2008, this Department and the Social Security Administration entered into a Memorandum of Understanding to facilitate the process for prisoners to obtain replacement Social Security cards. This Director's Office Memorandum sets forth our responsibilities with respect to the Memorandum of Understanding.

The process address by the Memorandum of Understanding only applies to prisoners who are U.S. citizens who need a replacement Social Security card and are within 120 calendar days of release. This includes discharge. As part of the prisoner's pre-release processing, designated housing unit staff or transcase/reentry classification processors shall review the previously completed Documentation Verification Request form (CSJ-489) to determine if the prisoner knows the location of his/her Social Security card. If the prisoner does not know the location of his/her Social Security card, and the prisoner is a U.S. citizen, designated housing unit staff or transcase/reentry classification processors shall ask the prisoner if s/he needs to apply for a replacement card and, if a replacement card is needed, offer to assist the prisoner in the application process. There is no application fee.

To apply for a replacement Social Security card, the prisoner must complete Social Security Administration form SS-5 "Application for a Social Security Card" and SSA-3288 "Consent for Release of Information". (The forms shall be completed using the prisoner's legal name; additional instructions for completion of the application are included as part of the SS-5 form.) The prisoner shall be provided a copy of the completed forms; however, copies shall not be retained in any of the prisoner's commitment files. The original completed forms shall be mailed to the CFA Central Records Section in Jackson. That Section shall be responsible for review and certification of prison records necessary to process the application and the processing of the application itself. When the replacement Social Security card is received by the Central Records Section, it shall be forwarded to the appropriate facility for retention in the prisoner's Record Office file for delivery to the prisoner.

upon release; the prisoner shall be advised in writing when the replacement card has been received at the facility. If the prisoner has been released on parole, the card shall be forwarded via the Central Records Section to the supervising agent and the card securely stored until it can be delivered to the prisoner; the supervising agent shall enter a casenote in OMNI documenting receipt, delivery to the prisoner, and, if necessary, return to the Central Records Section. In all cases if the prisoner has discharged, the card shall be returned to the Social Security Administration via the Central Records Section.

Detailed instructions addressing how to obtain required Social Security Administration forms and other processing issues as needed to implement this Director's Office Memorandum are available to staff on the Department's Document Access System (DAS).